



iTeach iLearn

Student Out of the Box Training

I. Introduction

- A. Expectation Setting with Teacher
- B. Review Agenda – Recommend that teacher use clipboard with Agenda and Best Practices. Teacher will also act as student during training. Ask teacher to complete Daily Reflection following session.
- C. Ask if there are any students in the class that have special needs
- D. Discuss classroom management strategies with teacher. Have they discussed with students? Have they created any strategies? Do they want to discuss with students at the beginning of the class?
- E. Review Battery and Battery Charging – give out Battery Document and discuss

Notes

II. Laptop Distribution

- A. Student Groups – Have teacher assign monitors for the cabinets. Students will come up when name is called and receive tablets. Students must announce “I’ve got it” when receiving tablet
- B. While students are distributing, trainer facilitates proper care and feeding exercise

III. Mobile Device Introduction

- A. Device as a laptop
- B. Ports and Buttons
- C. Device as a tablet
- D. Convert tablet back to laptop to show ease of use
- E. TrackPoint and Pen Mouse
- F. TrackPoint Accessibility

IV. Power Management

- A. Dimming Laptop
- B. Using hibernation for storage and when not in use
- C. Students will only shut down laptops for weekends

V. Pen Demonstration

- A. How to hold the pen
- B. Always return pen to pen holder when not in use

VI. Tablet Lights

- A. Wireless Status
- B. Number Lock
- C. Caps Lock



- D. Drive in use
- E. Power on
- F. Battery Status
- G. Standby Status

VII. Tablet Buttons

- A. Power Button
- B. Power Lock
- C. Ctrl – Alt – Delete
- D. Screen Rotation
- E. Tablet Shortcut
- F. Escape
- G. Enter
- H. Up and Down Buttons

VIII. Introduce Journal. Discuss definition of Journal. Point out Pen, Highlighter and Eraser. Allow students some free time to explore these tools as well as rest of Journal. Introduce “Focus Mode” to regain students’ attention. Proceed with activity. Trainer and students discuss what it feels like to be part of the iTeach iLearn project. Students use Journal to write about their feelings.

- A. Title Note
- B. Save Note
- C. Pen and Pen settings
- D. Highlighter and Highlighter settings
- E. Eraser and Eraser settings
- F. Selection Tool
- G. Insert/Remove Space
- H. Flag Tool
- I. Saving Note
- J. Creating Folders

IX. Microsoft Word

- A. Type a Best Practice on Laptop Care and Feeding
- B. Save Document
- C. Convert to Tablet Mode
- D. Use Input Panel to type a second Best Practice

X. Input Panel

- A. On Screen Keyboard
- B. Character Pad
- C. Writing Pad

XI. Inking

- A. Have students trade tablets
- B. Using the pen to make comments in Word
- C. Eraser Tool



- D. Select Objects tool
- E. Line Color
- F. Line Style
- G. Show/Hide Markup
- H. Stop Inking
- I. Student presentation of Inking

XII. Connectivity and Research Using Internet Explorer

- A. Connecting to the Internet
- B. Collecting information from the Internet
- C. Copying Text and pasting into Word
- D. Copying URL and pasting into Word
- E. Saving Document
- F. Creating Folders

XIII. Ink Art (If time permits)

- A. Using the Pen to draw in Ink Art
- B. Oil Paint
- C. Pencils
- D. Crayons
- E. Chalks
- F. Felt Pens
- G. Palette Knife
- H. Eraser

XIV. Return Laptops to Device Locker

- A. Demonstrate changing batteries
- B. Show proper keystrokes for hibernation
- C. Plug in power adapter
- D. Place in proper slots
- E. Review CD Drive with teacher
- F. Discuss Printing
- G. Demonstrate locking cabinet and point out lockbox located on cabinet with printer for future battery and charger storage